

FAQ – Jury Duty (For Employees)

Q: What is Racine County’s Policy regarding Jury Duty payments?

A: When a Racine County Employee is on Jury Duty they are entitled to keep the mileage payment, but the per diem amount that they are paid needs to be reimbursed to Racine County. This is because Racine County pays the employee his/her normal wages for these hours. This policy applies to employees in positions that entitle them to jury duty pay per their Union Contract or the HR Policy Manual (i.e. not seasonal, on-call or similar employees).

Q: How do I report Jury Duty in Kronos?

A: Follow the same process for other time off requests but use the “Jury Duty” pay code. Refer to last page of your training materials and/or the Kronos Infonet documents for Requesting/Reporting Time off.

Q: What should I do with the check I receive for Jury Duty?

A: You should cash the check and report the per diem amount to your supervisor because this amount is owed back to the County. Employees are only entitled to keep the mileage amount. Your Department may request a copy of the Jury Duty check.

Q: How will I pay the per diem amount earned from Jury Duty back to the County?

A: Once you report the per diem amount to your supervisor, they will make an entry on your timecard in Kronos to subtract that amount from your next paycheck. You should see the Pay code Jury Dollars with a negative amount of dollars. This amount should match the amount you reported to your supervisor.

Your timecard should match the examples below:

Salary Employee

Approve Timecard
 Sign Off
 Accruals Actions

| Pay Code | Transfer | Sat 9/03 | Sun 9/04 | Mon 9/05 | Tue 9/06 | Wed 9/07 | Thu 9/08 | Fri 9/09 | Total |
|----------------|----------|----------|----------|----------|---------------|---------------|---------------|---------------|-------|
| Hours Worked | | | | | 8.0 | 8.0 | 8.0 | 8.0 | 32.0 |
| RC - Labor Day | | | 8.0 | | | | | | 8.0 |
| Schedule | | | | | 8:00AM-4:00PM | 8:00AM-4:00PM | 8:00AM-4:00PM | 8:00AM-4:00PM | |
| Daily Total | | | | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | 40.0 |

| Pay Code | Transfer | Sat 9/10 | Sun 9/11 | Mon 9/12 | Tue 9/13 | Wed 9/14 | Thu 9/15 | Fri 9/16 | Total |
|--------------|----------|----------|----------|---------------|---------------|---------------|---------------|---------------|-------|
| Hours Worked | | | | 8.0 | 8.0 | 8.0 | 8.0 | | 32.0 |
| Hours Worked | | | | | | | | 8.0 | 8.0 |
| Jury Dollars | | | | | | | | (\$8.00) | |
| Schedule | | | | 8:00AM-4:00PM | 8:00AM-4:00PM | 8:00AM-4:00PM | 8:00AM-4:00PM | 8:00AM-4:00PM | |
| Daily Total | | | | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | 40.0 |

Totals Accruals

All All Viewing: No Corrections

| Location | Job | Account | Pay Code | Amount | Wages |
|----------|-----|-------------------------------------|--------------|----------|------------|
| | | ..IONRP/SHERF/10190/NCPF02/NCDF01/- | Holiday 040 | 8.0 | \$370.86 |
| | | ..IONRP/SHERF/10190/NCPF02/NCDF01/- | Jury Dollars | (\$8.00) | (\$8.00) |
| | | ..IONRP/SHERF/10190/NCPF02/NCDF01/- | Regular | 72.0 | \$3,337.71 |

Hourly Employee

Approve Timecard
 Sign Off
 Accruals Actions

| Date | Schedule | Pay Code | Amount | In | Transfer | Out | Shift | Daily | Period |
|----------|----------------|-----------------|----------|---------|----------|--------|-------|-------|--------|
| Wed 9/07 | | Sheriff Day Off | 8.0 | 6:00AM | | | | 8.0 | 28.0 |
| Thu 9/08 | 11:00AM-7:00PM | | | 11:00AM | | 7:00PM | 8.0 | 8.0 | 36.0 |
| Fri 9/09 | 11:00AM-7:00PM | | | 11:00AM | | 7:00PM | 8.0 | 8.0 | 44.0 |
| Sat 9/10 | 11:00AM-7:00PM | | | 11:00AM | | 7:00PM | 8.0 | 8.0 | 52.0 |
| Sun 9/11 | 11:00AM-7:00PM | | | 11:00AM | | 7:00PM | 8.0 | 8.0 | 60.0 |
| Mon 9/12 | 11:00AM-7:00PM | | | 11:00AM | | 7:00PM | 8.0 | 8.0 | 68.0 |
| Tue 9/13 | | | | | | | | | 68.0 |
| Wed 9/14 | | | | | | | | | 68.0 |
| Thu 9/15 | 11:00AM-7:00PM | | | 11:00AM | | 7:00PM | 8.0 | 8.0 | 76.0 |
| Fri 9/16 | | Jury Dollars | (\$8.00) | | | | | | |
| Sat 9/17 | 11:00AM-7:00PM | | | 11:00AM | | 7:00PM | 8.0 | 8.0 | 84.0 |

Totals Accruals

All All

| Location | Job | Account | Pay Code | Amount | Wages |
|----------|-----|-----------------------------------|-----------------|----------|------------|
| | | ..NRP/CMMUN/10370/NTCF08/NSVF39/- | Jury Dollars | (\$8.00) | (\$8.00) |
| | | ..NRP/CMMUN/10370/NTCF08/NSVF39/- | Regular | 72.0 | \$1,614.44 |
| | | ..NRP/CMMUN/10370/NTCF08/NSVF39/- | Sheriff Day Off | 8.0 | \$179.38 |